



RESIDENTIAL BUILDING PERMIT GUIDE

R106.1 - WHEN BUILDING PERMITS ARE REQUIRED

Except as specified in **R105.2**, no building or structure regulated by this code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a permit has first been obtained from **THE BUILDING OFFICIAL**.

R105.2 - WHEN BUILDING PERMITS ARE NOT REQUIRED

A building permit shall not be required for the following:

1. One Story detached accessory buildings used as tool and storage sheds, playhouses, and similar uses, provided the floor area does not exceed 120 square feet, however, it does require a plan review permit.
2. Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless it is supporting a surcharge.
3. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
4. Sidewalks and driveways no more than 30" above adjacent grade and/or above any basements or stories below.
5. Painting, papering, floor coverings, cabinets, counter tops and similar finish work.
6. Prefabricated swimming pools less than 24" deep.
7. Swings and other playground equipment for one or two family dwelling units.
8. Window awnings supported by an exterior wall which do not project more than 54" from the exterior wall and do not require additional support.
9. Decks not exceeding 200 square feet in area and/or that are not more than 30" above grade and are not attached to a dwelling unit that serves as the exit door required by section **R311.4**
10. Any work not otherwise regulated by a specific provision of the NMRBC.

NOTE: Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items and performed by licensed professionals.

SEPTIC TANK PERMIT

Obtain a permit to modify or install an individual liquid waste system from your local NM Environmental Department Office. 1.800.219.6157

PERMIT APPLICATION DATA

To obtain a building permit, the applicant shall complete the building permit application. Applicant shall include property owner's name and address, contractor's company name, address and license number, architect's name, address and license number, specific use of the building, project address, the description of the work, construction material, and total square footage. The qualifying party for the licensed contractor requesting the permit or a homeowner requesting a homeowner construction permit must sign the application.

The home owner applicant shall also read, sign, have notarized and submit the **HOMEOWNERS RESPONSIBILITY FROM**, with the application. *A homeowner's permit may not be used to permit a project where a licensed contractor is acting as a general contractor on this project. Any licensed contractor acting as a general contractor on a project where there is a homeowner's permit shall obtain a building permit for his work, and shall be held responsible for any work performed at this site. Further, licensed subcontractors will be held responsible for their respective work, which shall be permitted separately. A homeowner may not perform electrical,*

plumbing or mechanical work unless the homeowner applies for and passes required CID exams for such work.

ZONING APPROVAL

Your project may be located in an area where zoning approval from the City of Artesia or Eddy County, may be required. Such approvals shall be obtained prior to submitting the building permit application.

VALUATION AND FEES

Valuation of your project is based on Municipal Code Title 8 Chapter 1. A signed copy of the contract between the project owner and the contractor is required to be submitted with the application for a building permit.

PLAN SUBMISSION

Plans submitted for review shall be complete and bound. Please submit two sets of plans scaled to $\frac{1}{4}" = 1'-0"$, with all dimensions, on paper sized no smaller than 11"X17". Plans will only be considered complete when submitted with all of the following items:

1. **SITE PLAN.** Provide location of proposed new structures and any existing building or structures on the site, including any adjacent structures within 10 feet of any adjacent property lines. Provide property lines with dimensions, all streets, easements and setbacks. Provide all water, sewer, electrical points of connection, proposed service routes and existing utilities on the site. Provide general drainage and grading information. Include a north arrow.
2. **FOUNDATION PLAN.** Indicate size, location and depth below grade of all footings, piers and stem walls. *When necessary, provide a geotechnical report, including soil bearing capacity for the proposed structure at the site.*
3. **FLOOR PLAN.** Illustrate all floors, including basement. Label all the rooms and provide overall dimensions. Provide locations of all doors and windows. Provide door and window schedules. Provide location of all exhaust fans, smoke detectors and carbon monoxide monitors.
4. **FLOOR & ROOF FRAMING PLANS.** Indicate size, spacing and spans of joists, girders, rafters, beams and headers. Specify grade and species of all wood members. All wood trusses shall be engineered and pre-manufactured. Truss specifications and details shall include an engineer's seal and be submitted with permit application. The manufacturer's instructions on placement and attachment of all wood trusses shall be made available on site at the time of all applicable inspections.
5. **DETAILS.** Include typical interior and exterior wall sections, illustrating floor, wall and ceiling type, size, spacing and insulation as required by the Model Energy Code. Provide footing and foundation depth and dimensions: detail anchor bolt size and spacing, and spacing of steel reinforcement in masonry, concrete footings and stem walls. Provide stair detail and provide dimensions of the rise and run of steps, handrail location, guardrail spacing, headroom, etc. Provide fireplace details with required masonry reinforcement; if using a pre-fabricated unit, the manufacturer's installation instructions shall be available on site for the building inspector's review.
6. **TOTAL SQUARE FOOTAGE.** List the heated, garage, carport, covered porch and patio square footage on the plans. The total square footage shall also be listed on the building permit application.
7. **ENERGY CONSERVATION CODE.** A Package complying with the 2009 NM Energy Conservation Code requirements shall be submitted with the permit application.

SPECIAL CONDITIONS

1. **ADDITIONS.** In addition to the above requirements, the floor plan shall show the addition and all existing rooms, doors and windows that will adjoin the addition. Provide distances on all sides of the addition from property lines and existing structures. Ensure that an existing sleeping room's sole means of exterior egress is not blocked by the addition.
2. **ALTERATION/REPAIR.** When performing alterations and repairs to an existing residence without performing structural changes, two sets of lists outlining work to be performed and materials to be used will be accepted in lieu of the above requirements. If you suspect the work will entail the handling of materials containing asbestos, contact our office prior to commencing alterations and repairs for additional information.
3. **RELOCATED RESIDENCE.** When relocating an existing residence to a new site, the structure will be considered as new construction and shall comply with all current applicable codes. Submittal shall reflect all requirements as detailed in the "PLAN SUBMISSION" section.
4. **DEMOLITION.** Two site plans identifying the structure(s) to be demolished will be accepted in lieu of the above requirements. If you suspect this work will entail materials contain asbestos, contact our office prior to commencing salvaging or demolition.
5. **ALTERNATIVE METHODS AND MATERIAL.** Utilizing alternate methods and materials (other than masonry, wood frame, adobe and rammed earth construction) requires submission of the certification for alternative methods and materials form with the application for a building permit.

REQUIRED INSPECTIONS

1. **FOUNDATION INSPECTION.** Shall be made after excavation of footings and any required reinforcing steel is in place. The Ufer ground shall also be installed as close as possible to the proposed location of the electrical service panel. All required forms shall be in place for concrete foundations prior to inspection. All materials, such as anchor bolts, for the foundation shall be on the job, except where concrete is ready mixed in accordance with approved nationally recognized standards; the concrete need not be on the job. Where the foundation is to be constructed of approved treated wood, additional inspections may be required by **THE BUILDING OFFICIAL**.
2. **CONCRETE SLAB OR UNDER-FLOOR INSPECTION.** To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub-floor.
3. **FRAME INSPECTION.** To be made after the roof, all framing, fire blocking and bracings are in place. All pipes, chimneys and vents are complete and the rough electrical, plumbing, mechanical and other applicable trade inspections have been approved.
4. **WEATHER RESISTIVE BARRIER INSPECTION.** To be made after installation of the appropriate weather resistive barrier and before such barrier is covered.
5. **FINAL INSPECTION.** To be made after finish grading and the building is completed and ready for occupancy. Final electrical, plumbing and mechanical inspections must be completed prior to the final general construction inspection. The Inspector will issue a "CERTIFICATE OF OCCUPANCY" to the contractor once the final general construction inspection has been approved.
6. **OTHER INSPECTIONS.** In addition to the called inspections specified above, **THE BUILDING OFFICIAL** may make or require other inspections of any construction work to ascertain compliance provisions the NM Building Code and other laws. The licensed plumbing, mechanical and electrical contractors performing the work are responsible for coordinating all inspections for work they have completed.

R106.1 WHEN PROFESSIONAL SEALS MAY NOT REQUIRED

Professional seals are not be required as described below, unless of **THE BUILDING OFFICIAL** determines these exceptions are not in the best interest of public health, safety of welfare.

1. Single family dwellings not more than two stories in height.
2. Multiple dwellings not more than two stories in height containing, not more than four dwelling units on each lawfully divided lot and of wood-frame construction.
3. Garage or other structures not more than two stories in height, which are appurtenant to buildings as described in items 1 or 2 of this section.
4. Alterations to buildings or structures that present no unusual condition or hazards or change in occupancy.

WHEN PROFESSIONAL SEALS ARE REQUIRED

The Construction Industries Division requires, as approved under sections 14.5.2.10 B, NMAC, plans and specifications for the following constructions methods be prepared and sealed by a NM Registered Architect or Structural Engineer:

1. Construction utilizing steel studs, structural steel members (red iron) and/or steel pipe.
2. All pre-fabricated, pre-manufactured and component structures.
3. Residential construction utilizing a wood foundation.
4. All retaining walls over three feet in height measured from the bottom of the footing to the top of the wall.
5. A second story addition to an existing first story (unless prior or previous approval shows construction will support the additional load of the second story.)
6. Residential Construction utilizing an alternative material, design or method of construction.

CERTIFICATE OF OCCUPANCY

No Building or structure shall be occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until **THE BUILDING OFFICIAL** has issued a "CERTIFICATE OF OCCUPANCY".

APPLICABLE CODES

- 2009 NM Commercial and residential Building Code
- 2009 International Building Code (IBC)
- 2009 International Residential Code (IRC)
- 2009 Solar Energy Code (IAPMO)
- 2009 NM Energy Conservation Code ICC/ANSI A117.1-2003
- 2009 NM Plumbing and Mechanical Code
- 2009 Uniform Mechanical Code (IAPMO)
- 2009 Uniform Plumbing Code (IAPMO)
- 2009 Uniform Swimming Pool, Spa and Hot Tub Code
- 2014 NM Electrical Code
- 2014 National Electrical Code
- 2008 National Electrical Safety Code
- Liquefied Petroleum Gas Standards
 - 2011 NFPA 58
 - 2008 NFPA 921
 - 2009 NFPA 54
 - 2010 NFPA 52
 - 2011 NFPA 1192